

3.5 JOB SEARCH ASSISTANCE

What to Know

One of the first steps in finding a job is to identify where you can get job information and help. Where you go will depend on the type of job you want, where you want to live and work, and the available jobs in your field. Some sources of job information are:

1. Internet

There is information available for virtually all interests: graduate or professional schooling, full or part-time employment, internships, company profiles, summer jobs, or relocation assistance. The number of webpages available grows daily. Another advantage of the Internet is that you can access current information at all hours of the day or night. You can access information about your local area as well as take your search far beyond your regular boundaries. This is especially helpful if you want to relocate to another area. Another advantage is that using the Internet in your search demonstrates your leading-edge skills to potential employers. Not only do you know how to use a computer but you also know how to navigate online. The Internet can help you explore career alternatives and options that you maybe haven't considered. You can find some self-assessment tools online, and loads of occupations and disciplines to explore. No one website will meet all of your needs. The transition website has many useful links to a variety of job search related sources.

2. State Workforce Agency (Employment Office)

Assistance in finding jobs is offered to veterans at State Workforce Agency (SWA) offices throughout the country. The local SWA offers services both to job-seekers and employers at no charge. Although the SWA provides assistance to everyone looking for a job, veterans are given priority. The SWA staff will evaluate your interests, skills, aptitudes and abilities and match them with employers' job requirements. Qualified applicants are referred to employers for job interviews. Qualified veterans are referred to employers ahead of non-veterans. Call the number listed in your telephone book under "State Government."

3. Disabled Veterans Outreach Program (DVOP) staff and Local Veterans Employment Representatives (LVER)

Primarily located in the offices of the State Workforce Agency employment offices, these staff provide assistance exclusively to veterans. They directly provide or facilitate the provision of labor exchange services, including assessment, counseling, testing, job-search assistance, referral and placement.

4. Vocational Rehabilitation and Employment

Vocational Rehabilitation and Employment is an employment-oriented program that assists veterans with service-connected disabilities by offering them services and assistance to help them prepare for, find and keep employment.

5. Bureau of Apprenticeship and Training (BAT), U.S. Department of Labor

Apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a

highly-skilled occupation. Apprenticeship programs are sponsored by joint employer and labor groups, individual employers, and/or employer associations. The BAT gives priority to veterans to help them gain entry into apprenticeship programs. All programs registered with BAT are recognized by State Apprenticeship Councils and meet VA regulations for training programs, which makes enrolled veterans eligible for VA educational assistance allowances.

For further information; write the Office of Apprenticeship Training, Employer and Labor Services, U.S. Department of Labor, 200 Constitution Ave, NW, Washington, D.C., 20210. You may also contact your nearest BAT Regional Office (*look in the blue pages of your phone book*).

6. Private Employment Services

Private employment agencies are not all the same. They are regulated by each state Department of Labor, licensing bureau. States regulate the percentage agencies are allowed to charge. The applicant (you) might have to pay for the agency to market you to local employers. They will counsel on how to dress, prepare your resume, interviewing assistance; but, will not get the job for you. Most employment agencies do not charge for their services. Employment agencies can also be employer fee paid. This means the employer will pay the hiring fee.

Other possibilities might be the fee would be split between you and the employer, or the employer might make an agreement to reimburse the fee once you have completed a probation period. Carefully read any contract you sign, and understand the terms. Get a copy for your records.

Career counselors are not employment agencies. Their function is to assist you in creating or upgrading a resume, dressing for success and interviewing skills. Career counselors usually charge a flat fee from \$500.00 to \$3,000.00. They do not arrange interviews for you, they point you in the right direction. Sometimes there are additional charges for extra services. Be sure anyone you use has good credentials. Ask to see and check their references.

Headhunters are people hired by organizations to locate specific types of people. They are paid by the company. Most often headhunters will not work with people who are looking for salaries less than \$40,000.00 and this number fluctuates depending on industry and geographic location. Don't expect a headhunter to burn up the phone lines trying to find you a job.

Temporary services put you on their payroll. As their employee, you are then sent out "on assignment" to other employers. You are paid by the temporary service, not by the company in whose office or plant you are working. Most temporary services do not have any benefits for their employees. Many temporary services will offer you training free of charge to update or to expand your skills. Many will allow you to come into the office on your own time and learn computer software. It makes you more marketable. There is usually no fee charged at a temporary service.

7. College/School Placement Agencies

Most institutions of higher education provide some kind of placement service, but this service is usually only available to students and alumni of the school. Some school/college placement agencies also provide instruction in job-hunting skills.

8. Military and Professional Associations and Organizations

Military and professional associations are useful for specialized occupations. They can provide information on areas where the demand for a particular occupation is higher, as well as information on employers hiring individuals in a particular field. Some of the organizations even provide specific job search and career instruction assistance.

9. Telephone Directory Yellow Pages, Industry Directory

These are useful sources of information if you already know the type of job you want. These sources provide lists of companies employing individuals in various types of jobs.

10. Industrial and Craft Unions

Industrial and craft unions tend to deal with a limited number of occupations. They are advantageous because they have exclusive hiring authority for some firms. If you have appropriate skills and/or aptitude and interests, this could be of value to you.

11. Job Fairs

A useful tool in meeting employers and delivering resumes is attendance at job fairs. Contact either your transition office, local chambers of commerce, and other business organizations which provide services to the community or further information about these events.

12. Transition Offices

Transition offices provide individual assessment, classes and workshops, and leadership consultation. Primary transition office programs and transition assistance from military service include relocation, financial management and aid, information and referral, family readiness, and family life skills.

13. Chambers of Commerce

Chambers of commerce offer rich resources about the businesses in their area and offer contact information for many of them. Their services are usually free for job-searchers. Publications are available, but only list member companies. Some have meetings that are open to the public.